



Massachusetts  
Department of Correction  
**POLICY**

Effective Date	1/21/2025	Responsible Division  Executive Director, Division of Human Resources
Annual Review Date	1/21/2025	

Policy Name	<p>103 DOC 208 PERSONNEL ORIENTATION</p>		<p>M.G.L. Reference: M.G.L., c. 124, §§ 1 (c) and (q) Mass. Acts c. 117, § 1, 2, 3; M.G.L. c. 151B; M.G.L. c. 272, § 98.</p> <p>DOC Policy Reference: 103 DOC 105; 103 DOC 153; 103 CMR 157; 103 DOC 210; 103 DOC 211; 103 DOC 222; 103 DOC 237; 103 DOC 238; 103 DOC 239; 103 DOC 250; 103 CMR 505</p> <p>ACA/PREA Standards: 4-ACRS-7E-07; 5-ACI-1A-04; 5-ACI-1C-01; 5-ACI-1C-23; 5-ACI-1D-10; 2-CO-1A-29; 2-CI-6C-3</p>
<p>Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Applicability: Staff</p>	
<p>Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Location: Department's Central Policy File Each Institution's Policy File Department Personnel Policy Manual</p>		

**PURPOSE:**  
To establish Department of Correction (Department) policy concerning personnel orientation.

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**  
Executive Director of Human Resources  
Assistant Deputy Commissioners  
Superintendents and Division Heads

**CANCELLATION:**  
103 DOC 208 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding personnel orientation which are inconsistent with this policy.

**SEVERABILITY CLAUSE:**  
If any part of 103 DOC 208 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

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**DEFINITIONS**

Affirmative Action: The development of a program through which an employer acts to affirm the contributions that a diverse workforce can bring to a work environment. This is accomplished by taking specific steps to identify, recruit, hire and/or develop for advancement, persons who are identified as part of specific protected classes. Thus, an employer demonstrates its willingness to remedy past acts of discrimination against specific groups by developing goals and timetables, and mechanisms through which success is measured, with an ultimate goal of achieving a diverse workforce.

Affirmative Action and Diversity Plan: The document, required by Executive Order 478, which provides the method for implementation of Affirmative Action.

Appointing Authority: The Commissioner of Correction.

Bargaining Unit Employee: An employee of the Commonwealth in a job title in a statewide bargaining unit, as certified by the Massachusetts Labor Relations Commission, who is covered by an applicable collective bargaining agreement.

Chief Human Resources Officer: Person who oversees the Commonwealth's Human Resources Division.

Collective Bargaining Agreement: The contract that applies to an employee's bargaining unit.

Confidential Employee: A non-managerial employee whose position has been designated confidential by the Chief Human Resources Officer of the Human Resources Division, and who directly assists a manager and acts in a "confidential" capacity to a managerial or other category of employee excluded from coverage under M.G.L. Chapter 150E.

Department of Correction: A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security that is charged with the detention of those committed to the custody and control of the Commonwealth.

Duty Station: The station within the Department through which all significant occurrences, as defined by 103 DOC 105, *Officer of the Day and Department Duty Station*, shall be reported twenty-four (24) hours per day, seven (7) days per week. The Duty Officer Station is located at Milford Headquarters.

Employee: A full-time or regular part-time bargaining unit, managerial, or confidential employee of the Department, excluding all persons paid through other subsidiary accounts.

Equal Employment Opportunity (EEO): Guarantees the opportunity for all individuals to compete for employment and promotion free from discrimination based on their race, color, disability, religious creed, national origin, age, union affiliations, sex, pregnancy or a condition related to pregnancy, including but not limited to, lactation or the need to express breast milk for a nursing child, sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, genetic information, or ancestry of any individual, or against a person who is a member of, applies to perform, or has an obligation to perform, service in a uniformed military service of the United States, including the National Guard, on the basis of that membership, application or obligation.

Grievance: Any dispute concerning the application or interpretation of the terms of the collective bargaining agreement. For confidential or management employees, a grievance shall be any dispute between them and supervisors regarding general conditions of employment.

Hostile Work Environment Harassment: Where a person's deliberate or repeated conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment based on an employee's membership in a protected class.

Policy: A definite course of action adopted or pursued by the Department that guides and determines present and future decisions, statement(s) of guiding principles directing activities toward the attainment of objectives, and overall goals of the Department.

Probationary Period:

- a. That period of time a new or rehired bargaining unit employee must be employed, as specified in the various collective bargaining agreements, before the employee may file a grievance challenging disciplinary action taken against the employee.
- b. The period of time that a promoted employee must serve in the grade to which the employee has been promoted, as specified in the various collective bargaining agreements, during which the employee may be returned to a previous job title without recourse to the grievance procedure.

Promulgation Date: The date that the process of notification begins regarding new or revised policies. The promulgation date for Code of Massachusetts' Regulations is the date of publication in the Massachusetts Register. The promulgation date for Department of Correction policies is the date the Commissioner signs the policy, which later results in placement on the q drive and distribution via mail.

Workplace Violence: Includes but is not limited to any behavior 1) that communicates a direct or indirect threat of physical harm, violence, harassment, intimidation, or other disruptive behavior, including oral, written, and electronic communications, gestures and expressions; 2) that involves an actual confrontation, including but not limited to, bullying, intimidation, harassment, stalking, concealment of or brandishing a weapon, and physical assault; 3) that damages property that is owned or leased by the Commonwealth; 4) that damages the property of others; 5) that uses Commonwealth resources to perpetrate such acts (i.e., fax machines, electronic mail, telephone, etc.); 6) that causes a reasonable person to be in fear of their own safety or that of a colleague; or 7) causes disruption of workplace productivity.

## **208.02**

### **GENERAL POLICY**

The Department recognizes the importance of informing new employees of the conditions under which they are to be employed. In order to accomplish this objective, all new employees shall receive personnel orientation during the first week of employment to include areas covered in this policy.

**COMPLETION OF PERSONNEL, PAYROLL AND AFFIRMATIVE ACTION FORMS**

- A. Human Resources Staff shall ensure that all necessary forms, documentation, and correspondence are completed by preparing a Checklist for New Employee Orientation to be signed by each new employee (Attachment #8).
  
- B. The following personnel, payroll and affirmative action forms shall be completed by each new employee unless otherwise specified:
  - 1. Commonwealth of Massachusetts Application for Employment (if not previously completed and forwarded to the Department's Division of Human Resources).
  - 2. Prior Service Request Form (for those employees with creditable service in another state, county, city or town agency).
  - 3. Form W-4, Employee's Federal Withholding Allowance Certificate.
  - 4. Form M-4, Employee's Massachusetts Withholding Exemption Certificate.
  - 5. Health/Life Insurance Forms:
    - a. Employees choosing to enroll in the Commonwealth's Group Insurance Plan must complete the following forms:
      - i. Form 1, Insurance Enrollment and Change Form.
      - ii. Form 319, Life Insurance Beneficiary Designation Form.
      - iii. Insurance Data Form (those enrolling in family plan).
      - iv. Health Maintenance Organization Application Form (those enrolling in an HMO).
  - 6. Dental/Vision Care Plan Forms (management and confidential employees choosing to enroll in the plan):
    - a. Form 1, Dental and Vision Enrollment and Change Form.
    - b. Dental/Vision Statement of Verification - Student Coverage (those enrolling in the family plan applying for student coverage for their unmarried dependent children aged 19 or over who are full-time students).
  - 7. New Member Enrollment Form – State Board of Retirement.
  - 8. Participation Agreement – Mandatory OBRA Contributions (part-time, seasonal and temporary and full-time employees ineligible to be members of the Massachusetts Retirement System).
  - 9. Union Dues or Agency Fee Check-Off Authorization Form (those bargaining unit employees that request such a deduction).
  - 10. FBI Fingerprint Card.

11. Background Information Request and Waiver Form (If not previously completed).
12. Form I-9, Immigration and Naturalization Service Employment Eligibility Verification.
13. Direct Deposit Form.
14. Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security.
15. Election Form, Health Care Spending Account/Dependent Care Assistance Program (those employees wishing to enroll in these programs).
16. Enrollment Form, Long Term Disability Plan (those employees wishing to enroll in this plan).
17. Invitation to Self-Identify Persons with a handicap (those employees wishing to self-identify that they are handicapped).
18. Invitation to Self-Identify – Vietnam Era Veterans (those employees wishing to self-identify that they are Vietnam Era Veterans).
19. Payroll Public Records Exemption Form (those employees who seek a payroll public records exemption on the basis that they were the victim of an adjudicated crime or a victim of domestic violence, sexual assault, or rape.)

**208.04**      **DEPARTMENT IDENTIFICATION CARDS/EMPLOYEE PHOTOGRAPHS**

- A. Within the limits prescribed by each institution, new employees shall be issued a Department identification card.
- B. The Department shall maintain a photograph of each employee.

**208.05**      **INTRODUCTION TO THE COMMONWEALTH'S PERSONNEL SYSTEM**

New employees shall receive a brief introduction to the Commonwealth's personnel system which is administered by the Human Resources Division (HRD) of the Executive Office for Administration and Finance under the provisions of M.G.L. Chapter 31 (see Attachment #1). In addition, they shall be informed of their individual status under said system (e.g.: permanent, provisional).

**208.06**      **EMPLOYEE BENEFITS**

New employees shall receive a summary of employee benefits to include, but not limited to, the following areas:

- A. Leave:
  1. Personal Leave.
  2. Professional Days.

3. Vacation.
  4. Sick Leave.
  5. Extended Illness Leave Bank.
  6. Holidays.
  7. Bereavement Leave.
  8. Civic Duty Leave.
  9. Military Leave.
  10. Voting Leave.
  11. Family and Medical Leave.
  12. Non-FMLA Family Leave.
  13. Federal Family and Medical Leave Act.
  14. Education Leave.
  15. Leave for Massachusetts State Employees Blood Program.
  16. Small Necessities Leave.
  17. Domestic Violence Leave.
- B. Tuition Remission.
- C. Employee Expenses.
- D. Workers' Compensation.
- E. Retirement.
- F. Health/Life Insurance Coverage.
- G. Dental/Vision Care Plan (management and confidential employees).
- H. Long Term Disability Insurance.
- I. Dependent Care Assistance Program.
- J. Adoption Assistance Program.
- K. Massachusetts Correctional Employees' Stress Management Program.
- L. Deferred Compensation Plan.
- M. Massachusetts State Employees Credit Union.
- N. Health Care Spending Account.

Additional information regarding employee benefits may be obtained in 103 DOC 211, *Employee Benefits*.

**208.07**

**HOURS OF EMPLOYMENT AND GENERAL RESPONSIBILITIES**

- A. Upon appointment to the Department, new employees shall be informed of their hours of employment, days off and applicable institution/division policies concerning the recording of attendance. In addition, security personnel shall be



informed that due to the nature of their work, they may be required to work nights, weekends, holidays, and overtime.

- B. New employees shall also be informed of their general responsibilities as employees. This may include, but is not limited to, such responsibilities as being on time for work; calling as soon as possible in the event of absence or lateness; and giving a two (2) week notice of intended resignation.

## **208.08**

### **PAY ADMINISTRATION**

New employees shall receive a brief explanation of the Commonwealth's pay plan. This shall include information on their initial salary rate; when they may expect to receive salary rate increases; and who they should contact regarding questions about their pay. New employees will find additional information in 103 DOC 210, *Pay Administration*.

## **208.09**

### **LABOR RELATIONS**

- A. On appointment to the Department, new employees shall be provided with the following labor relations' information:
1. The particular designation of their position (i.e.: bargaining unit, confidential, managerial) and an explanation of the meaning of these terms.
  2. If applicable, the particular union that represents their bargaining unit.
  3. An explanation of the agency fee provision of the collective bargaining agreements.

Additional information regarding labor relations may be obtained in 103 DOC 250, *Labor Relations – General*.

## **208.10**

### **SENIORITY**

- A. New employees shall be informed that, per the collective bargaining agreements negotiated between the Commonwealth and the various unions representing state employees, seniority is a factor that is considered in making the following types of personnel decisions:
1. With the exception of some positions in bargaining unit 2, it is one (1) of a number of factors considered in making promotions.
  2. It is the basis on which employees with no civil service status are to be laid off in the event that there is a reduction in force.
  3. It is the basis on which state employees pick their vacations.
  4. In bargaining unit 3, it is the basis on which employees receive shift and day off selections and transfers.
  5. In bargaining unit 4, where applicable, it is the basis on which employees receive job pick, transfers, shift and day off selections.

**NOTE:** Those employees that are permanent in grade pick before others.

**208.11**      **PROMOTIONAL OPPORTUNITIES**

Applicable collective bargaining agreements shall be consulted for further information as seniority can be defined in different ways.

New employees shall be informed that, consistent with the goals contained in the Department's Affirmative Action and Diversity Plan, the Department shall make every effort to fill vacancies from within through the promotion of qualified employees. In addition, they shall be informed that vacancies are posted on official Department bulletin boards for a period of ten (10) business days.

**208.12**      **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

New employees shall be informed that the Department is an Equal Opportunity/Affirmative Action employer. In addition, they shall be informed that a copy of the Department's Affirmative Action and Diversity Plan and State Office of Affirmative Action Resolution Process Guidelines (Grievance Procedures) are on file in the Division of Human Resources, which may be consulted for additional information.

**208.13**      **EMPLOYEE DUTIES AND PERFORMANCE APPRAISAL**

Immediate supervisors shall inform new employees of the duties of their positions in written job descriptions (Form 30's for confidential and bargaining unit employees, and Management Questionnaires for management employees) and shall also explain to the new employees the Department's employee performance evaluation system. In addition, immediate supervisors shall notify bargaining unit employees that they are required to serve a nine (9) month probationary period (nine (9) months for Correction Officers I and three (3) years for Institution School Teachers) during which time they shall be evaluated. Additional information may be obtained in 103 DOC 222, *Employee Performance Evaluation*.

**208.14**      **CONFLICT OF INTEREST AND POLITICAL ACTIVITY**

New employees shall receive a copy of the Guide to the Conflict of Interest Law and A Campaign Finance Guide for State, County and Municipal Employees.

**208.15**      **AMERICAN CORRECTIONAL ASSOCIATION CODE OF ETHICS**

New employees shall receive a copy of the American Correctional Association Code of Ethics (Attachment #3).

**208.16**      **THE MASSACHUSETTS RIGHT TO KNOW LAW**

New employees shall receive a copy of the Right to Know Workplace Notice (Attachment #4).

**208.17**      **DEPARTMENT HOSTAGE POLICY**

New employees shall receive a copy of the Department's Hostage Policy (Attachment #5).

**208.18**      **DRUG-FREE WORKPLACE POLICY**

- A.    The Department, in order to ensure a safe, healthy, and productive work environment for all of its employees, re-emphasizes its long-standing policy against the use of illegal drugs and alcohol on Department premises. It is prohibited for any employee of the Department to unlawfully manufacture, distribute, dispense, possess, or use controlled substances at the workplace.
- B.    New employees shall receive a copy of the Department's Drug-Free Workplace Policy (Attachment #6) and shall be informed that as a condition of employment they are required to abide by the terms of said policy.

**208.19**      **POLICY FOR THE PREVENTION AND ELIMINATION OF WORKPLACE VIOLENCE**

New employees shall receive a copy of 103 DOC 237, *Prevention and Elimination of Workplace Violence*. This policy is located in each worksite's Policy Manual and on the Department's electronic document management system.

**208.20**      **POLICY FOR THE PROHIBITION OF DOMESTIC VIOLENCE**

New employees shall receive a copy of 103 DOC 238, *Policy for the Prohibition of Sexual Assault, Domestic Violence, Harassment and Stalking*. This policy is located in each worksite's Policy Manual and on the Department's electronic document management system.

**208.21**      **POLICY FOR THE PREVENTION AND ELIMINATION OF DISCRIMINATION AND RETALIATION IN THE WORKPLACE**

New employees shall receive a copy of 103 DOC 239, *The Prevention and Elimination of Discrimination and Retaliation in the Workplace*, and An Act Prohibiting Discrimination Based on Natural and Protective Hairstyles (2022 Mass. Acts c. 117 § 1, 2, 3) These policies are located in each worksite's Policy Manual and on the Department's electronic document management system.

**208.22**      **CODE OF CONDUCT, EMPLOYMENT STANDARDS, PROFESSIONAL STANDARDS**

- A.    New employees in the following categories shall receive a copy of the applicable Code of Conduct, employment standards or professional standards as indicated:
  - 1.    Management and confidential employees: Code of Conduct for Managers and Confidential Employees.
  - 2.    Bargaining unit 1 employees: Code of Conduct for NAGE Unit 1 Employees.

3. Bargaining unit 2 employees: Commonwealth Employment Standards for Bargaining Unit 2 Employees.
4. Bargaining unit 3 employees: Code of Conduct for NAGE Unit 3 Employees.
5. Bargaining unit 6 employees: Code of Conduct Unit 6.
6. Bargaining unit 8 and 10 employees: Article 29 Professional Standards.
7. Bargaining unit 9 employees: MOSES Code of Conduct Unit 9 Employees.

**208.23**

**RECEIPT OF RULES, POLICIES, CODES OF ETHICS/CONDUCT**

- A. New employees shall receive the following rules, policies, and codes of ethics/conduct for which they shall sign a receipt (Attachment #7):
1. Rules and Regulations Governing All Employees of the Massachusetts Department of Correction.
  2. American Correctional Association Code of Ethics.
  3. Department Hostage Policy (Attachment #5).
  4. Drug-Free Workplace Policy (Attachment #6).
  5. Guide to the Conflict of Interest Law.
  6. A Campaign Finance Guide for State, County and Municipal Employees.
  7. 103 DOC 153, *CORI Regulations*.
  8. 103 CMR 157, *Access to and Dissemination of Evaluative Information*.
  9. 103 CMR 505, *Use of Force*.
  10. 103 DOC 237, *Prevention and Elimination of Workplace Violence*.
  11. 103 DOC 238, *Policy for the Prohibition of Sexual Assault, Domestic Violence, Harassment and Stalking*.
  12. 103 DOC 239, *The Prevention and Elimination of Discrimination and Retaliation in the Workplace*.
  13. An Act Prohibiting Discrimination Based on Natural and Protective Hairstyles (2022 Mass. Acts c. 117 § 1, 2, 3)
  14. 103 DOC 341, *Recycling*
  15. Right to Know Workplace Notice (Attachment #4).

16. Code of Conduct for Managers and Confidential Employees (management and confidential employees only).
  17. Code of Conduct for NAGE Unit 1 Employees (bargaining unit 1 employees only).
  18. Commonwealth Employment Standards for Bargaining Unit 2 Employees (bargaining unit 2 employees only).
  19. Code of Conduct for NAGE Unit 3 Employees (bargaining unit 3 employees only).
  20. Code of Conduct Unit 6 (bargaining unit 6 employees only).
  21. Article 29 Professional Standards (bargaining unit 8 and 10 employees only).
  22. MOSES Code of Conduct Unit 9 Employees (bargaining unit 9 employees only).
- B. The new employee's receipt shall also contain a statement acknowledging access to and awareness of personnel policies and regulations as contained in the Department Personnel Policy Manual, which is available for review at the Department's Division of Human Resources, 50 Maple Street, Milford, MA 01757, and all Department Correctional Institutions.
- C. The original of the receipt shall be placed in the employee's personnel file and the employee shall retain a copy.

## Introduction to the Commonwealth's Personnel System

The great majority of positions within the Department of Correction ("Department") are subject to the provisions of M.G.L. Chapter 31 (Massachusetts Civil Service Law) and require the taking of a written examination administered by the Human Resources Division (HRD) of the Executive Office for Administration and Finance in order for an individual to be employed or continue in employment. This necessitates an individual taking an examination for a position prior to being employed in that position, or in some cases, being hired and taking an examination at a later date. Associated with the process are the following types of appointments:

1. Permanent - An appointment from a certified eligible list to a permanent position on a permanent basis as a result of having taken and passed a civil service test. Appointees must serve a nine-month probationary period (nine-months for Correction Officers I).
2. Provisional - An appointment in the absence of, or pending, the establishment of a civil service eligible list. Provisional appointees have no civil service status.

An employee should utilize the following procedure in applying for and taking said examinations:

1. The employee should read the official Department bulletin boards on a regular basis, as this is where the HRD examination announcements are posted.
2. When the employee sees an announcement posted for an examination of which the employee is qualified, the employee may apply on-line at the Human Resources Division website: <https://www.mass.gov/civilservice> up until midnight on the exam's last day to file. Under certain circumstances an employee may seek a waiver of the application fee. To do so, the employee must submit a completed Request for Waiver of Examination Application Fee, which is within the application process. In addition, an employee should be aware of the following points regarding applying for a civil service examination:
  - i. The employee must assume full responsibility for properly filling out the application to include applying for the correct type of examination (i.e.: Open or Promotional). Questions regarding the correct type of examination should be directed to the Department's Division of Human Resources.
  - ii. The application fee paid in full through the civil service website prior to exam.
  - iii. The last date for filing applications, except on Open Continuous Examinations, is set forth on the test announcement. Exam applications may be processed on-line at the Human Resources Division's website up until midnight on the last day to file.
  - iv. An applicant's information is recorded in the computer from the application. This online information and email address is used for all correspondence concerning examinations, eligible list standing and interview notices. It is essential that applicants advise the Human Resources Division, 100 Cambridge Street #600, Boston, MA 02114 or change through account online of any changes of personnel information.
3. The employee should report to the designated location to take the examination per the Notice to Appear received from HRD. This notice is mailed by HRD approximately (2) two weeks before the examination date. If said notice is not received within (5) five business days before the examination date, the employee should contact the HRD at (617) 727-3777. The employees can also log on the HRD Civil Service site (<http://www.mass.gov/civilservice>) to get a copy of the notice to appear form.

Human Resources Division, Civil Service Unit

Telephone (617) 727-3777

100 Cambridge St. Suite 600  
Boston, MA 02114www.mass.gov/civilservice  
www.governmentjobs.com/careers/massachusetts**Request for Waiver of the Civil Service Examination Fee**

A waiver may be granted if an applicant demonstrates a need based upon financial hardship

EXAM TITLE: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please note: Fee Waivers are for non-promotional exams only. This form and the required supporting documentation must be scanned and attached to your exam application under the Attachments section prior to submitting your application in your online Civil Service account.**

In accordance with the provisions of MGL Ch. 31 §5(n), I request a waiver of the Examination Application Fee and attest that I am an approved participant in the following program(s). (Please check and complete the following).

I am currently  employed  unemployed. If employed, annual salary: \_\_\_\_\_

Please indicate participation in any of the programs below. Program participation may be evidence of need but will not guarantee the granting of a fee waiver.

- |  |  |
|--|--|
| <input type="checkbox"/> Supplemental Nutritional Assistance Program (SNAP - formerly Food Stamps) | <input type="checkbox"/> Massachusetts Refugee Resettlement Program                    |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF)                            | <input type="checkbox"/> <a href="#">Municipal Veterans Benefits under MGL Ch. 115</a> |
| <input type="checkbox"/> Transitional Aid to Families with Dependent Children (TAFDC)              | <input type="checkbox"/> Rental Assistance   |
| <input type="checkbox"/> Unemployment Insurance (UI)   | <input type="checkbox"/> Social Security   |
| <input type="checkbox"/> Women Infants Children Program (WIC)                                      | <input type="checkbox"/> Supplemental Security Income (SSI)                            |
|  | <input type="checkbox"/> Other social services/social welfare program: _____           |

I am submitting supporting documentation, which must be in the following form:

1. Official receipts, check stubs, or agency verification documents (ID cards or member cards are not acceptable documentation);
2. which are dated within 12 months of the examination date;
3. are addressed to me;
4. and verify that I have received the assistance indicated above within 12 months of the examination date.

I understand that the approval of this application for a fee waiver is solely within the discretion of HRD. I understand that it is my responsibility to ensure that this Form and the required supporting documentation are provided as outlined above and within the guidelines prescribed in the job posting to which I am applying. **I understand that if I do not submit acceptable supporting documentation, my fee waiver application will be denied.** I understand that in order to be approved to take an examination or to have my name appear on an Eligible List, I must either be approved for a fee waiver or, if my fee waiver application is denied, I must pay the required fee online.

I hereby declare under penalties of perjury that the statements made in conjunction with this application are true. I authorize the agency administering the benefits I have indicated above to release information sufficient to verify my claim should a question of authenticity arise in regards to my fee waiver application.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date of Application

Revised 11/2019

**AMERICAN CORRECTIONAL ASSOCIATION  
CODE OF ETHICS**

**Preamble:** The American correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings and a commitment to professional and compassionate service. To this end, we subscribe to the following principles.

- Members shall respect and protect the civil and legal rights of all individuals.
- Members shall treat every professional situation with concern for the welfare of the individuals involved and with no intent to personal gain.
- Members shall maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.
- Members shall make public criticism of their colleagues or their agencies only when warranted, verifiable, and constructive.
- Members shall respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.
- Members shall honor the public's right to information and share information with the public to the extent permitted by law subject to individuals' right to privacy.
- Members shall respect and protect the right of the public to be safeguarded from criminal activity.
- Members shall refrain from using their positions to secure personal privileges or advantages.
- Members shall refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.
- Members shall refrain from entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.
- Members shall refrain from accepting any gifts, services, or favors that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.
- Members shall clearly differentiate between personal views/statements and views/statements/positions made on behalf of the agency or Association.
- Members shall report to appropriate authorities any corrupt or unethical behaviors in which there is sufficient evidence to justify review.
- Members shall refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.
- Members shall preserve the integrity of private information; they shall refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; members shall refrain from revealing nonpublic information unless expressly authorized to do so.



- Members shall make all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.
- Members shall respect, promote, and contribute to a workplace that is safe, healthy, and free of harassment in any form.



THE COMMONWEALTH OF MASSACHUSETTS  
Executive Office of Labor and Workforce Development  
Department of Labor Standards

# RIGHT TO KNOW WORKPLACE NOTICE for Public Employees

The **RIGHT TO KNOW LAW**, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees regarding the communication of information on toxic and hazardous substances. These rights include:

**LABELING** - All containers in the workplace containing toxic or hazardous substances must be labeled. Labels must be clear, prominent, in English and weather resistant. When a chemical product is transferred to a smaller container, the smaller container must also be labeled. In 2014, manufacturer labels will begin to include pictograms. Products purchased before 2014 do not need pictograms. Tips for understanding pictograms are available at [www.osha.gov](http://www.osha.gov).

**MATERIAL SAFETY DATA SHEET (MSDS)** - Public Employers must maintain Material Safety Data Sheets in an accessible location for employees. In 2014, manufacturers will begin calling the MSDS a "Safety Data Sheet" to comply with changes in the OSHA Hazard Communication Standard. Public Employers must update their MSDS / SDS files when a manufacturer updates the sheets.

**TRAINING** - Public Employers must provide annual training to employees who work with chemical products. New employees must receive training within thirty days from date of hire. The training must be conducted by a competent person. At a minimum, training must include an explanation of employee rights, information on how to read a chemical Safety Data Sheet, the specific hazards of the chemicals used or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee's normal work hours. A record of this training must be maintained by the employer. A sample training outline is available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).

**WORKPLACE NOTICE** - Public Employers must post this Right-to-Know notice in a central location in the workplace informing employees of their rights under the law. This notice is not required for private companies covered by the OSHA Hazard Communication standard.

**NON-DISCRIMINATION** - An employee who believes he or she has been discharged or disciplined by an employer for exercising rights granted under the Law, may file a complaint with the Director of the Department of Labor Standards. A copy of the complaint must be sent to the employer at the same time by certified mail.

All Right-to Know inquiries should be addressed to:  
Department of Labor Standards  
167 Lyman Street, Westboro, MA 01581  
Tel: 508-616-0461 or Email: [safepublicworkplace@state.ma.us](mailto:safepublicworkplace@state.ma.us)

More safety and health information for public sector workplaces is available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).

This form may be reproduced

September 2013

**MASSACHUSETTS DEPARTMENT OF CORRECTION  
HOSTAGE POLICY**

It is the policy of the Massachusetts Department of Correction (Department) that in the event an employee is held hostage the Department shall not accede to incarcerated individual or civil commitment demands.



**MAURA T. HEALEY**  
*Governor*

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety & Security*  
*Department of Correction*  
*50 Maple Street, Suite 3*  
*Milford, MA 01757*  
*Tel: (508) 422-3300*  
*www.mass.gov/doc*



**SHAWN P. JENKINS**  
*Commissioner*

**KIMBERLEY DRISCOLL**  
*Lieutenant Governor*

**TERRENCE M. REIDY**  
*Secretary*

**CHRISTOPHER NICHOLS**  
**MITZI S. PETERSON**  
**THOMAS J. PRESTON**  
*Deputy Commissioners*

**TO:** All Department of Correction Employees  
**FROM:** Shawn P. Jenkins, Commissioner  
**DATE:** December 3, 2024  
**RE:** Drug Free Workplace Policy

The Department of Correction seeks to ensure a safe, healthy, and productive work environment for all employees. Evidence clearly indicates that substance use by employees results in low productivity, high absenteeism, excessive use of medical benefits and a risk to their own safety as well as that of their co-workers. In a good faith effort to comply with the federal Drug-Free Workplace Act of 1988, the Department wants to re-emphasize its longstanding policy against the use of illegal drugs and alcohol on Department premises. It is prohibited for any employees of the Department to unlawfully manufacture, distribute, dispense, possess, or use controlled substances at the workplace.

The Department of Correction has taken steps to combat the dangers posed by substance use such as the establishment of the Employee Assistance Unit (EAU), who can be reached via the Duty Station at (508) 422-3481. The EAU can provide treatment resources and treatment facility options confidentially to employees and their families upon request. Some additional resources available to you include: the Governor's Alliance Against Drugs that provides drug and alcohol education materials and is active in local schools and communities; the Massachusetts Department of Public Health's Bureau of Substance Addiction Services Guidances and Resources, has an information and referral helpline by calling (800) 327-5050 or by texting "HOPE" to 800327. TTY and ASCII Users (800) 720-3480, to help find out about treatment options and resources; and the state's insurance providers that have manuals outlining benefits available to enrolled state employees and their families.

In a further effort to safeguard its employees, department policy calls for disciplinary actions, up to and including termination, in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. In compliance with the Drug-Free Workplace Act of 1988, all employees are required to adhere to the provisions and requirements contained in this letter.

In addition, all employees are required to notify this office in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction. Any employee convicted of a drug offense for a violation that occurred in the workplace may be required to participate in a drug rehabilitation program or be subject to termination.

If you have any questions, please contact the Deputy Director, Division of Human Resources at (508) 850-7889.

**RECEIPT FORM**

I, \_\_\_\_\_, hereby acknowledge receipt of the following (Print  
Name)  
rules, policies and codes of ethics/conduct. I also acknowledge that I am obligated to familiarize myself  
with and abide by their contents:

- Rules and Regulations Governing All Employees of the Massachusetts Department of Correction.
- American Correctional Association Code of Ethics.
- Department Hostage Policy.
- Drug-Free Workplace Policy.
- Guide to the Conflict of Interest Law.
- A Campaign Finance Guide for State, County and Municipal Employees
- Payroll Public Records Exemption Form
- 103 CMR 153, *CORI Regulations*
- 103 CMR 157, *Access to and Dissemination of Evaluative Information*
- 103 CMR 505, Use of Force
- 103 DOC 237, *Prevention and Elimination of Workplace Violence*
- 103 DOC 238, *Policy for the Prohibition of Sexual Assault, Domestic Violence, Harassment and Stalking*
- 103 DOC 239, *The Prevention and Elimination of Discrimination and Retaliation in the Workplace*
- An Act Prohibiting Discrimination Based on Natural and Protective Hairstyles (2022 Mass. Acts c. 117 § 1, 2, 3)
- 103 DOC 341, *Recycling*
- Right To Know Workplace Notice.

In addition, as an employee in the following category:

- Management.
- Confidential.
- Bargaining Unit 1.
- Bargaining Unit 2.
- Bargaining Unit 3.
- Bargaining Unit 6.
- Bargaining Unit 8.
- Bargaining Unit 9.
- Bargaining Unit 10.
- Not Applicable.

**RECEIPT FORM**

I acknowledge receipt of the applicable code of conduct as indicated below, and I acknowledge that I am obligated to familiarize myself with it and abide by its terms, conditions, and requirements:

- Code of Conduct for Managers and Employees Not Employed Pursuant to Collective Bargaining Agreements (management and confidential employees).
- Code of Conduct for NAGE Unit 1 Employees
- Commonwealth Employment Standards for Bargaining Unit 2 Employees
- Code of Conduct for NAGE Unit 3 Employees
- Code of Conduct for Unit 6
- Article 29 Professional Standards for (bargaining unit 8 and 10 employees)
- MOSES Code of Conduct for Unit 9 Employees

Further, I acknowledge access to, and awareness of personnel policies and regulations as contained in the Department Personnel Policy Manual, which is available for review at the Department’s Division of Human Resources, 50 Maple Street, Milford, MA 01757 and all Department correctional institutions.

---

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_



**Commonwealth of Massachusetts Human Resources Division**  
**Checklist for New Employee Orientation (2/15/05)**

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Employee ID: \_\_\_\_\_

**Please indicate employee type (check all that apply):**

Bargaining Unit     Confidential     TPL (Technical Pay Law)  
 Manager     Contract\*     Seasonal     Intermittent  
 Civil Service: (Select one:  Appointment from List     Provisional Hire     Other)  
*\* Denotes items below that also apply to contract employees*

*Please check off items below to confirm what was discussed and  
 which documents were shared.*

**Section 1: Issues to Discuss**

**Welcome**

- Organizational Chart \*
- Job Description \*
- State Government \*

**Employee Responsibilities**

- Work Week and Schedules \*
- Attendance\*
- Probationary Period
- Professionalism\*
- Safety/Use of State Property\*
- Job Performance Evaluations\*
- Statement of Financial Interest (if applicable)\*

**Benefits and Compensation**

- Bi-Weekly Pay Advice\*
- Direct Deposit \*
- Group Insurance
- Deferred Compensation
- Dental/Vision
- Miscellaneous Pay Issues
- Leaves
- Extended Illness Leave Bank

**Career Development**

- Training\*
- Tuition Remission

**Leaving State Service**

- Retirement
- Notice
- COBRA

**Section 2: Required Documentation & Information**

- Commonwealth of Massachusetts Application for Employment
- Standard Contract Form (for Contract Employees)\*
- Contract Employee Disclosure Form (Sunshine Policy)\*
- Code of Conduct or Standards of Employment Signature Form
- I-9 Form and two forms of ID
- W-4 Federal Income Tax Withholding Form \*
- M-4 State Income Tax Withholding Form \*
- Direct Deposit Form \*
- SSA Form 1945 concerning Social Security Benefits (requires employee signature)
- State Retirement System - New Member Enrollment Form or mandated OBRA\*
- Group Insurance Commission (GIC) Benefit Decision Guide
- GIC Employee Acknowledgement Form
- CORI (certain positions)

**Section 3: Other Documents (if applicable)**

- Recruitment paperwork and supporting documentation \*
- Statement of Financial Interest
- Request for prior service credit, information & form

Employee Name : \_\_\_\_\_

**Section 3 (cont)**

- Emergency Contact Data Sheet \*
- Copy of required license(s) for job\*
- GIC Insurance Enrollment and Change Form (Form-1)
- GIC Insurance Data Form (IDF Form) and documentation (marriage/birth certificates or if applicable, divorce decree.)
- GIC Life Insurance Beneficiary Designation Form (319 one to three beneficiaries; G-500 four or more beneficiaries or special designations such as estate or trust)
- GIC Pre-Tax Basic Life & Health Insurance Plan - Election Not to Participate form
- HMO or POS application – if one of these plans is selected
- GIC Dental & Vision Enrollment and Change Form (Form-1) (managers and confidential employees only)
- Long Term Disability (LTD) brochure
- Dependent Care Assistance Program (DCAP) application\*
- Health Care Spending Account (HCSA) application
- MBTA/Commuter Rail Pass Program

**Section 4**

**Agency-Specific Policies (list)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section 5: Handouts**

**Statewide Policies, Employment Law, Rules and Information**

- New Employee Orientation Guide\*
- Affirmative Action/EEO (Title VII of the Civil Rights Act of 1964)\*
- Code of Conduct or Employment Standards for Bargaining Unit Employees
- Code of Conduct for Managers and Confidentials
- Computer Operations – Information Technology Policy\*
- Deduction Schedule
- Domestic Violence Policy (Executive Order 398) \*
- Drug Free Workplace Policy\*
- Introduction to Conflict of Interest Law\*
- Public Employees and Campaigns brochure
- Sexual Harassment Policy (Title VII of the Civil Rights Act and MGL)\*
- Smoking Policy\*
- Sunshine Policy (Executive Order 444)\*
- Workplace Violence Prevention Policy (Executive Order 442)\*

I hereby acknowledge that I have received copies of all the policies/procedures listed above in Sections 2,3, and 5 and/or have been given guidance on where I can find these policies online. I understand that it is my responsibility to read and comply with all policies, rules and regulations. I have discussed all the items in Sec. 1 and have received all the necessary forms in Sec. 2+3. If I have any questions, I will contact a Human Resources Representative.

**Signatures:**

\_\_\_\_\_  
Employee\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Human Resources Representative/Agency Manager

\_\_\_\_\_  
Date\*

*Duplicate signed copy be given to employee. Original copy to be kept in Personnel File*





## COMMONWEALTH OF MASSACHUSETTS

### PAYROLL PUBLIC RECORDS EXEMPTION FORM

THIS FORM IS CONFIDENTIAL AND MAY NOT BE DISCLOSED FOR ANY REASON

#### INSTRUCTIONS

Under the public records law G. L. c. 4, § 7(26), an employee's name, title, salary and department are considered public records. If a public records request is made for this information, your department (or the Office of the Comptroller for statewide payroll requests) must provide this information, including electronically. Under the public records law, a person making a public records request cannot be asked the reason for the request, nor can the Commonwealth control how that individual uses or publishes this information.

However, the public records law also provides certain exemptions. The home address, personal email address, and home telephone number for government employees is not public under G.L. c. 4, § 7 (26)(o). The name, home address, personal email address, and home telephone number is not public for family members of government employees under G.L. c. 4, § 7 (26)(p). Under G. L. c. 66, § 10B, the name, place of employment, and education for state employees and their family members also employed by the Commonwealth are also exempt from public records disclosure if the employee self-identifies below as a victim of an adjudicated crime or as a victim of domestic violence, sexual assault or rape. If you believe you qualify for one of these exemptions, please complete this form, attach supporting documentation or a written statement of your circumstances, and submit to your Human Resources Director.

Please see the attached Frequently Asked Questions (FAQs) for additional information. If you have any questions about completion of this form or whether you qualify for this exemption, please contact your HR Director. If you are uncomfortable discussing this with your HR Director, you may speak in confidence to your department's General Counsel, or in lieu of a department employee, you may contact HRD Labor Counsel Ashlee Logan at Ashlee.Logan @mass.gov. Please note that, because they represent the Commonwealth in a very public manner, elected officials and department heads are not eligible for this exemption.

If approved, the exemption flag for you and any family members that you list below who are also state employees will be entered in the payroll system on a separate panel with a generic "do not publish" flag. This form, supporting documentation and any conversations relating to this exemption are considered strictly confidential and will not be disclosed for any reason. All supporting documentation will be reviewed and then returned to you or destroyed and will not be included in your personnel file. This form shall be maintained in one confidential file within the agency's Human Resource/or General Counsel's Office or a centralized location designated by the Agency Head/Cabinet Secretary or other appointing authority.



# COMMONWEALTH OF MASSACHUSETTS

## PAYROLL PUBLIC RECORDS EXEMPTION FORM

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<b>Certification</b> I hereby certify under the pains and penalties of perjury that I am an employee and the following exemption applies to me and any family members I have listed below.
Name

<input type="checkbox"/>	<b>I am a victim of an adjudicated crime</b> (e.g. victim of a crime such as burglary, assault, battery, stalking, arson where the matter has been resolved. The alleged perpetrator was arrested, and this matter was dismissed, litigated or settled.) <i>Please provide official documentation of final disposition of case or other supporting documentation supporting claim (such as an affidavit from your attorney, the prosecutor for the case or your caseworker).</i>
<input type="checkbox"/>	<b>I am a victim of domestic violence, sexual assault, or rape.</b> <i>While documentation is not required, if available, please provide a copy of any existing 209A restraining order or a signed statement outlining your situation.</i>

<b>I am identifying the following family members who are also state employees who should also have the exemption flag:</b>			
Name	Relationship	Department	Employee ID #
Name	Relationship	Department	Employee ID #

Employee Signature	Employee ID	Date
Family Member Signature	Family Member Signature	
Signature of HR Director or Authorized Designee		Date Documentation Confirmed

Submit this form to your department's Human Resources Director  
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# COMMONWEALTH OF MASSACHUSETTS

## PAYROLL PUBLIC RECORDS EXEMPTION FORM

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- 1. Why is this form being distributed?** Under the public records law G. L. c. 4, § 7(26), an employee's name, title, salary and department are considered public records. If a public records request is made to either your employing department or a statewide payroll request is made to the Office of the Comptroller (CTR), your department and CTR must provide this information, including electronically. Under the public records law, a person making a public records request cannot be asked the reason for the request nor can the Commonwealth control how that individual uses or publishes this information.

The personal safety of certain victims of adjudicated crimes or domestic violence, sexual assault or rape may be compromised when this type of information is released. The home address and telephone number for government employees is not public under G.L. c. 4, § 7 (26)(o). The name, home address and home telephone number is not public for family members of government employees under G.L. c. 4, § 7 (26)(p). Under G. L. c. 66, § 10B, the name, place of employment or education for state employees and family members also employed by the Commonwealth is exempt from public records disclosure if the employee self identifies as a victim of an adjudicated crime or as a victim of domestic violence, sexual assault or rape. This form is being distributed to enable employees to self identify for this exemption. **Please note that elected officials, department heads, and other individuals who represent the Commonwealth in a very public manner are not eligible for this exemption.**

- 2. I am a victim of domestic violence, sexual assault, or rape but I do not have documentation proving that I am a victim. Can I still claim this exemption?** Yes. We know that many victims of domestic violence, sexual assault or rape typically do not want to disclose these issues to their employer due to their concerns regarding confidentiality and privacy, the fear that their employment or opportunities will change and concerns about being stigmatized. If you are a victim of domestic violence, sexual assault or rape, we encourage you to complete this form and submit it to your HR Director to request the exemption. Your HR Director may ask you to submit either a signed statement outlining your circumstances and safety concerns or a copy of a protective order, if any. If you are uncomfortable providing written documentation, you may provide a brief oral description to your HR Director, identifying the need for the exemption due to safety concerns. Your HR Director (or designee) may ask you some questions to ensure that your request is legitimate so that the exemption is provided only to eligible individuals. Your HR Director will not offer legal advice, but may provide a list of resources related to domestic violence and may address your needs or concerns for any workplace safety plans.
- 3. What if I don't want to turn this form in to my HR Director?** There is no requirement that you complete or turn in this form. However, if you qualify for the exemption and you want to have your name, title and department exempted from payroll public records requests made either to your department or to CTR (statewide payroll requests), you must submit this form. You may submit this form and supporting documentation (if available) to your HR Director, your General Counsel or in the alternative, you have the option of contacting (in confidence) HRD Labor Counsel Ashlee Logan at [Ashlee.Logan@mass.gov](mailto:Ashlee.Logan@mass.gov), who will facilitate the processing of your form. Your HR Director will be notified that your exemption has been entered in the payroll system.

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# COMMONWEALTH OF MASSACHUSETTS

## PAYROLL PUBLIC RECORDS EXEMPTION FORM

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4. **What happens after I turn in the form to my HR Director?** If approved, the exemption for you and any family members that you list will be entered in the payroll system. The reason for the exemption is not identified in the payroll system. Access to the exemption in the payroll system will be limited to HR Directors and those individuals who must redact your (and family members) information when a payroll public records request is made.
5. **Where will these forms be kept and who will have access to the forms?** The forms will be kept in one confidential file within the agency/department's Human Resources office. If the forms are not submitted to your HR or General Counsel but are submitted to the HRD Labor Counsel, the forms will be retained at the Human Resources Division in a confidential file. In either case, the forms are confidential and will not be disseminated for any reason. All supporting documentation related to the submission of the form will either be returned to you at the time of the request or destroyed.
6. **Why are the forms retained on file rather than just destroyed when the exemption is entered in the payroll system?** Given the risk of ineligible individuals seeking to obtain the exemption so that their payroll information is not released publicly, the Commonwealth needs to be able to conduct quality assurance reviews or audits of the use of exemptions. Therefore, CTR or HRD may conduct periodic quality assurance reviews with HR Directors to ensure that they are obtaining the forms, reviewing the basis for the exemption and maintaining confidential files for the forms. CTR will not contact any employee directly to verify the information related to the exemption.
7. **How long will the exemption last?** The exemption will be valid for 5 years. Upon the date of expiration, the statewide payroll system, HR/CMS, will alert your HR Director to notify you that the exemption will be removed unless you resubmit a new form.
8. **Is it ever appropriate for my HR Director to ask to maintain a copy of an active restraining order?** Yes. An active 209A abuse prevention order applies to your workplace, and violation of that order is a mandatory arrest for any abuser. Your HR Director should work with you to ensure a safety plan is completed that addresses the provisions set forth within this order.
9. **I have family members who also work for the Commonwealth. Can their names and departments be excluded from public disclosure?** Yes. If you qualify under one of the exemptions, either as a victim of an adjudicated crime or as a victim of domestic violence, rape or sexual assault, you may identify any family member who also works for a Commonwealth state agency. We are only able to apply the exemption to employees in the payroll system (not state authorities, quasi-public entities, municipalities or employees in the University of Massachusetts system who are not paid through the state payroll system). You must identify the legal name, department, and employee ID of the family member and obtain their signature for the exemption to be entered in the payroll system.
10. **Who is considered a "family" member?** A family member is the spouse, child, foster child, step child, parent, step parent, brother, sister, grandparent, grandchild of either the victim or his/her spouse, person for whom the employee is legal guardian, or a person living in the victim's immediate household.

Submit this form to your department's Human Resources Director  
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# COMMONWEALTH OF MASSACHUSETTS

## PAYROLL PUBLIC RECORDS EXEMPTION FORM

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- 11. I am a state employee and I have a family member who is victim of domestic violence. Can I claim the exemption for either my family member or myself?** No. The exemptions under this form may be claimed solely by the victim. For privacy reasons, you may not identify another individual who is a victim under either exemption to claim the exemption either for you or for them. We encourage you to work with the victim to claim this exemption through his/her department. If the victim is not a state employee, the victim will need to submit this form and documentation to the family member's HR Director requesting the exemption for the employee as a family member.
- 12. I filed this form and received the exemption. Recently, a family member started working for the Commonwealth. Can I list this family member now?** Yes. If you have been approved for the exemption, you may claim the exemption for a family member at any time. Just complete this form with the listed family member and submit to your HR Director. You do not have to resubmit supporting documentation since this has already been reviewed.
- 13. How is the Commonwealth guarding against the misuse of the public records exemption program?** Employees who are untruthful in their request for exemption from the public records law may be subject to disciplinary action.
- 14. How do I know that my information will not be released?** The Commonwealth is committed to compliance with public records law, including authorized exemptions. HR Directors must coordinate with their Records Access Officers for all payroll records requests to ensure that exempt employee records are redacted from any record request responses.
- 15. What if I am denied my request for an exemption?** If you are denied a request by your HR Director or General Counsel, you may contact HRD Labor Counsel Ashlee Logan at [Ashlee.Logan@mass.gov](mailto:Ashlee.Logan@mass.gov) for a review for a final determination. Every effort will be made to make this determination quickly. If you receive the exemption, your HR Director will be notified and your exemption will be entered in the payroll system. Your information will be removed from the Commonwealth's financial records transparency platform (CTHRU) after the pay period in which the exemption is approved. Note that, depending on when the change is entered into the payroll system, it may take up to two weeks for the change to be reflected on CTHRU.
- 16. Does this exemption apply if I am in the middle of the court process – am I still eligible for exemption?** Maybe. For victims of adjudicated crimes (crimes that have been resolved through the courts system after an arrest has been made), you will need to provide some documentation of the case. This may include a trial report, prosecutor statement, or other supporting documentation of the case and outcome. If you are involved in a current criminal case *and* you have imminent safety concerns, your HR Director will determine whether the exemption is appropriate. Since the goal is safety and you would be eligible for the exemption once the criminal matter is resolved, the exemption can be used to protect disclosure of your payroll information.

Submit this form to your department's Human Resources Director  
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# COMMONWEALTH OF MASSACHUSETTS

## PAYROLL PUBLIC RECORDS EXEMPTION FORM

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17. **The criminal charges against my perpetrator were dismissed – am I still eligible for exemption?** Yes. The fact that a case was dismissed does not negate the fact that you are a victim of a crime. Therefore, if you have been involved in a recent criminal case as a victim and you have imminent safety concerns, your HR Director will determine whether the exemption is appropriate.
  
18. **If I transfer to another agency does the exemption follow me? Is the receiving agency notified of my exemption status? Who is responsible for that notification? Do I bring my paperwork with me?** The exemption is tied to an employee ID and will transfer with the employee ID. The paperwork will remain with the previous department, unless you request that this information be transferred to your new agency.
  
19. **Am I responsible for notifying our Records Access Officer that I have an exemption?** No. For privacy reasons, you should not communicate this information directly to anyone in your agency other than the HR Director. Your HR Director will work with the department's Records Access Officer to ensure that information about exempt employees is excluded from the department's response to any public records requests.
  
20. **What are the available internal and external resources to address a domestic violence, sexual assault, or a rape related situation?** You should check with your HR Director, victim service personnel or domestic violence coordinator for internal available training, policy or victim assistance resources. The Commonwealth of Massachusetts has an extensive network of legal, counseling, and support resources to assist victims.

***Victims of domestic violence are urged to contact the state's domestic violence hotline (SafeLink). This free and confidential statewide hotline is available 24 hours a day, 7 days a week, to connect callers with local support. Call 877-785-2020 or visit [CasaMyrna.org/chat](http://CasaMyrna.org/chat) for domestic violence assistance or support.***

Additional resources include:

- Jane Doe, Inc., the Massachusetts Coalition Against Sexual Assault and Domestic Violence is a non-profit with 60 rape crisis and domestic violence member programs offering free and confidential services across the state. For a list of Jane Doe, Inc member programs, please visit [www.JaneDoe.org](http://www.JaneDoe.org).
- The Massachusetts Office for Victim Assistance, established by law as an independent state agency in 1984, offers extensive services and resources for victims of crime. For more information, please visit [www.mass.gov/mova](http://www.mass.gov/mova)
- For Executive branch employees, specific domestic violence and workplace violence policy and training resources are available. Please visit [www.mass.gov/hrd](http://www.mass.gov/hrd)

### Contacts:

- [Office of the Comptroller Solution Desk](#)
- Labor Counsel at HRD Ashley Logan: Ashlee. Logan @mass.gov

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